

EQUITY TRUST COMPANY

RECHARACTERIZATION FORM

WHEN TO USE THIS FORM



When you want to recharacterize a Roth IRA account back to the original account. This is normally done when a Roth Account was opened and then it was realized the qualifications were not met in order to have a Roth account.

- Before recharacterizing you should consult with a tax professional.
- If you are recharacterizing back to a Qualified Plan, please contact your First Class Service Team for more information.

INSTRUCTIONS AND GUIDELINES



When completing the Recharacterization Form please follow these guidelines:

- Please be sure you have both a Roth IRA and a tax-deferred IRA account open before proceeding with this form.
- A Fair Market Valuation (FMV) Form is required for any transaction involving non-traditional asset(s). Submit the original FMV form including the original supporting documentation by mail.
- Recharacterizations must be completed by your tax filing deadline with extensions.

CONTACT INFORMATION



PHYSICAL ADDRESS:

Equity Trust Company
225 Burns Road
Elyria, OH 44035

PHONE #:

(440) 323-5491

WEBSITE:

www.trustetc.com

For assistance, please
contact a member of your
First Class Service Team at:

TOLL FREE:

(877) 693-8208

Or e-mail questions to:

E-MAIL:

help@trustetc.com

SUBMISSION OPTIONS



BY FAX:

(440) 366-3755

REGULAR MAIL:

Equity Trust Company
P.O. Box 1319
Elyria, OH 44036

BY E-MAIL:

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OVERNIGHT MAIL:

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